

\_\_\_\_\_, 2005

Mr./Ms.

Title

Company

Address

City, State Zip

Dear Mr./Ms. \_\_\_\_\_

As a FORTUNE 500 company, \_\_\_\_\_ is already recognized as an industry leader. The U.S. Environmental Protection Agency (EPA) invites you to join the 69 employers recognized in 2004 as *Best Workplaces for Commuters*<sup>SM</sup> from the FORTUNE 500 Companies.

*Best Workplaces for Commuters*<sup>SM</sup> is a unique designation awarded by EPA and the U.S. Department of Transportation. Employers who offer employees a package of commuter benefits that meets the program's National Standard of Excellence are eligible for this designation. These commuter benefits include options like transit benefits, carpools and vanpools, and telework opportunities.

Employers who have already been recognized as *Best Workplaces for Commuters*<sup>SM</sup> tell us that providing these benefits improves employee productivity and retention while saving time and money. At the same time, local communities benefit from reduced traffic congestion, air pollution, and infrastructure costs.

This October, we will announce the 2005 list of *Best Workplaces for Commuters*<sup>SM</sup> from the FORTUNE 500 Companies. We would like to have \_\_\_\_\_ on this year's list and recognize you for your commitment to reduced traffic congestion, improved air quality, and a better quality of life for your employees. We encourage you to qualify by the August 31 deadline.

I invite you to visit our web site, [www.bwc.gov](http://www.bwc.gov), or have your staff contact Steve Offutt, Program Manager, at (202) 343-9266, to discuss this opportunity in detail. We look forward to working with you.

Sincerely,

Stephen L. Johnson  
Administrator

\_\_\_\_\_, 2005

Mr./Ms.  
Title  
Company  
Address  
City, State

Dear Mr./Ms.\_\_\_\_\_

Congratulations for making the 2004 list of *Best Workplaces for Commuters*<sup>SM</sup> from the FORTUNE 500 Companies. \_\_\_\_\_ and only 68 other FORTUNE 500 employers achieved this unique designation, which spurred widespread media coverage.

This October, we plan to announce the 2005 list of *Best Workplaces for Commuters*<sup>SM</sup> from the FORTUNE 500 Companies. We hope you will take this opportunity to improve your standing on the list by offering outstanding commuter benefits to as many of your employees as possible. A number of FORTUNE 500 companies have already begun to position themselves to join or move up the Top 20 list before the deadline, August 31.

I invite you to visit our web site, at [www.bwc.gov](http://www.bwc.gov), or have your staff contact Steve Offutt, Program Manager, at (202) 343-9266, to discuss this opportunity in detail. We look forward to working with you.

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